Sriyuths—

4 K. Mallappa, M.A., B.Com.
5 J. M. Thimmaraya Setty, B.Sc., B.L.
6 T. Ramiah, B.Com.
7 K. P. Surendra Nath, B.A. (Hons.).
8 N. Nanjundaswamy, B.A. (Hons.), B.T.

The Director of Public Instruction is requested to draw up a programme for the training of the candidates and send the same for approval.

A. C. NIRVANI GOWDA,
Secretary to Government,
Education Department.

FINANCIAL SECRETARIAT

Issues instructions regarding countersignature of Travelling Allowance Claims of Non-Gazetted Officers by Controlling Officers.

OFFICIAL MEMORANDUM.

No. FL. (B) 2987-3087—C.R. 12-52-2, DATED BANGALORE, THE 28TH JUNE 1952.

A copy of Official Memorandum No. F. 5 (3)-E. IV/52, dated the 27th May 1952, issued by the Government of India, Ministry of Finance, New Delhi, is appended herewith for information and guidance. In cases where the drawing officers, who sign travelling allowance bills have no knowledge of the travelling allowance claims of subordinates, they should get the travelling allowance journals certified by the superior officer who authorised the journeys before claims are preferred in the travelling allowance bills.

The Heads of Departments are requested to issue needful instructions to avoid fraudulent claims.

By Order of His Highness the Maharaja,

M. SHAMANNA,
Secretary to Government,
Finance Department.

ANNEXURE.

O.M. No. F. 5 (3)-E. IV/52, dated 27th May 1952, issued from the Government of India, Ministry of Finance, New Delhi.

SUBJECT.—Countersignature of Travelling Allowance Claims of Non-Gazetted Officers by Controlling Officers—Verification of particulars of journey.

A case has come to the notice of the Government of India in which a stenographer attached to an officer claimed travelling allowance in respect of a journey stated to have been performed by him in connection with the tour of the officer to whom he was attached and the bill was passed by the audit officer. According to further information obtained, it transpired that this journey was never performed by the stenographer concerned. A fraud of this kind is possible whenever the controlling authority does not, before countersigning the bill, verify from the officer concerned whether his stenographer had actually preformed the journey. The undersigned is directed to say that to prevent the recurrence of such fraudulent claims, it is essential that all controlling officers, before countersigning travelling allowance bills of non-gazetted officers (particularly of stenographers, personal assistants and Class IV Government servants) should see that the particulars of the journeys are certified by the Gazetted Officer under whose instructions the journeys were performed.

Procedure to be followed by Government Officers to obtain Imperial Bank Drafts for payment of bills relating to the Public Works Department to firms located outside the State.

READ—

Letter No. 418/P.P.D., dated the 20th March 1952, from the Accountant-General, Mysore, Bangalore, mentioning the classes of cases in which pre-audit cheques are being issued by his office needlessly and suggesting that in such cases, the Officer-in-charge of the State Huzur Treasury himself may be empowered to issue cheques on the Banks concerned.

2. Government Order No. Fl. (B) 3475—6. C.R. 16-52-6, dated 16th July 1952, approving the proposal of the Accountant-General to discontinue the pre-audit of bills of firms relating to the Public Works Department and directing that in such cases the Divisional Officers should arrange payment to the firms direct.

3. Correspondence ending with letter No. 88—Misc. A.S.R., dated 5th July 1952, from the Agent, Imperial Bank of India, Bangalore, suggesting the procedure to be followed by Government Officers to obtain Imperial Bank drafts in such cases.

ORDER No. FL. (B) 4007-4093—B. & T. 11-52-3, DATED BANGALORE, THE 25TH JULY 1952.

At present, pre-audit cheques are issued by the Accountant-General, Mysore, Bangalore, (1) in settlement of collection memos presented by the several local Banks at the State Huzur Treasury ; (2) on treasury requisitions whenever a claim payable at the Bangalore District Treasury or the State Huzur Treasury is desired to be discharged by means of a cheque on a Bank and (3) on requisitions for payments to be made outside the State on behalf of the Secretary, Government Insurance Department, the Controller, State Accounts Department, the Mysore University, and the Government Industrial Concerns. The intervention of the Audit Office in the above cases is considered unnecessary as no pre-audit of the claims is involved. Further, with the discontinuance of the pre-audit of firms bills of the Public Works Department, the Divisional Officers will themselves have to arrange payment to firms located outside the State by means of Imperial Bank drafts. With a view to facilitating expeditious payment in all these cases, the following procedure is sanctioned :—

(*a*) The Officer-in-charge of the State Huzur Treasury will be empowered to draw cheques on the Government Accounts with the Imperial Bank of India, Bangalore, and the Bank of Mysore, Bangalore.

(*b*) The collection memos of local Banks will be settled by the State Huzur Treasury Officer himself by issue of cheques on the Banks concerned.

(*c*) Government Officers including those in charge of Government Industrial Concerns having to make payments outside the State on Government account by bank drafts will hereafter prepare requisitions for bank drafts themselves in the form appended to this order and send the same to the State Huzur Treasury Officer along with a bill, cheque or R.T.R. to cover the amounts of drafts. The State Huzur Treasury Officer will adjust the amounts of such bills/cheques/R.T.R.'s. by transfer credit to a suspense head to be indicated by the Accountant-General, draw a cheque on the Imperial Bank for the amount covered by the draft requisition and forward the cheque and the requisition to the Imperial Bank, Bangalore, duly countersigning the latter for issue of Bank drafts.

(*d*) Unless the Officers requisitioning the drafts specify otherwise, the drafts will be arranged to be despatched to the payees by the Imperial Bank direct. For this purpose, the requisitions for bank drafts should be accompanied by covering memos signed by the departmental officers explaining the nature of payment for being sent to the payees along with the drafts.

(*e*) The postal charges incurred by the Imperial Bank for despatch of the bank drafts to the payees direct, will have to be borne by the Department concerned.

The Officers requisitioning the drafts should therefore see that the amounts of bills/cheques/R.T.R.'s. sent along with the requisitions for drafts, cover the postal charges also.

The new procedure will come into force from a date to be fixed by the Accountant-General and is liable to be modified suitably after the Reserve Bank commences to function within the State.

M. SHAMANNA,
Secretary to Government,
Finance Department.

OFFICE OF THE

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Dated 195 .

DRAFT-FOIL.

The Agent, The Imperial Bank of India, BANGALORE.

Through The Officer-in-charge, State Huzur Treasury, BANGALORE.

R,

I request you kindly to send drafts to the payees detailed below for the amounts yable at the places noted against each and to intimate the fact to this office in the sub-ned form. A Cheque on your Bank to cover the cost of the drafts to be issued ompanies.

COUNTERSIGNED

Yours faithfully,

Officer-in-Charge,
(STATE HUZUR TREASURY.)

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. No.	Name and address of payee	Amount of the draft required to be issued			Payable at
		Rs.	a.	p.	

Dated.....195

FROM,

The Agent,

The Imperial Bank of India,

BANGALORE.

To

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SIR,

I acknowledge receipt of your application No. ....dated... .... 19.....for drafts and the cheque for Rs..... sent therewith. Drafts have been sent to the payees as desired and Mysore Government Account debited with Rs..... .. .. a..... p.... for postage.

Yours faithfully,

AGENT.